



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 1401.5A
PERS-81

3 MAR 2011

BUPERS INSTRUCTION 1401.5A

From: Chief of Naval Personnel

Subj: SUPPLEMENTAL GUIDANCE FOR U.S. NAVY SELECTION BOARDS

Ref: (a) 10 U.S.C.
(b) DoD Instruction 1320.14 of 24 Sep 96
(c) SECNAVINST 1401.3A
(d) SECNAV Manual M-5210.1 of Nov 2007

Encl: (1) Selection Board Rules of Engagement

1. Purpose. To provide additional guidance for both statutory and administrative selection boards sponsored and or conducted by Navy Personnel Command (NAVPERSCOM).

2. Definitions. For purposes of this instruction, the following definitions apply:

a. Statutory Selection Board. A selection board established by reference (a) and governed by references (b) and (c). Examples of statutory selection boards include boards for promotion, special selection, temporary promotion, continuation, and selective early retirement.

b. Administrative Selection Board. A selection board established by order of Commander, Navy Personnel Command (COMNAVPERSCOM) or higher authority. Examples of administrative selection boards include senior enlisted selection boards, screening boards for command or other leadership positions, selection for non-statutory in-service procurement opportunities, scholarship or other degree programs, and duty under instruction positions.

c. The use of "officer" shall include chief petty officers when applied to senior enlisted selection boards.

3. Administrative Selection Board Policy

a. Administrative selection boards shall conform to the policies and format for statutory selection boards per

references (a), (b), and (c) to the maximum extent possible. Because there are basic differences in their creation, purpose, and make-up, additional guidance is provided herein. Unless expressly indicated within the specific board's precept/convening order, all policies herein shall apply equally to statutory and administrative selection boards.

b. COMNAVPERSCOM approves the board schedule. Formal requests for additions to the approved board schedule must be routed to Navy Personnel Command (NAVPERSCOM), Career Administration Division (PERS-81).

c. The following criteria should be used for establishing or determining the validity of an Administrative Selection Board:

- (1) The board should be a competitive process;
- (2) The board should screen eligibles to valid milestones or programs;
- (3) The board should not be used as a screen for other boards. The board should not be used to select a group of eligibles from which actual selects will be chosen at another board or via another process; and
- (4) The board should have reasonable number of eligibles and selects. Due to the amount of cost and resources required for a selection board, serious consideration should be given to any board containing less than thirty eligibles.

4. Membership

a. Board Membership is Primary Duty. Board members are personally appointed to the selection board by Secretary of the Navy (SECNAV) or other convening authority and work directly for that authority under oath. During the board process, all other duties of assigned members are secondary to their board duties.

b. Removal from Board. Acceptable medical reasons for pre-board removal are: Imminent death/hospitalization of a board member's immediate family member or hospitalization/convalescence of the actual board member. If at any time, members request relief from duty due to a belief they cannot

perform their duties without prejudice or partiality, such requests will be honored. Removals may also occur on a case-by-case basis if directed by NAVPERSCOM, Career Progression Department (PERS-8) or higher authority. Operational commitments are not normally a valid reason for removal.

c. Prior Membership. An officer may not be a member of two successive selection boards to consider officers of the same competitive category and grade. A member of a selection board which was disbanded or its recommendations set aside is also prohibited from sitting on either the superseding selection board or the successive selection board.

d. Military Spouse or Relative. Officers may not be members of a board that is considering their spouse or other immediate relative. Immediate relative shall include any relationship, by blood, marriage, adoption or blended family up to the fourth degree of kinship (first cousin). Additionally, spouses shall not serve on the same board in any capacity.

e. Other Relationships. Selection board members and recorders are expected to recognize that certain personal relationships, other than kinship, with an eligible under consideration, while not disqualifying, may affect the perceived integrity of the board. Such situations may include: fiancée or other intimate state, ex-family member, business relationship, or accuser/accused in legal proceedings. Professional relationships or friendships shall not normally be considered such a relationship. In these cases, the board member or recorder shall advise the president or senior recorder of the relationship and take such action as will protect the integrity of the board process, up to and including requesting relief from board duties.

f. Investigations/Charges Pending. Any officer who has a recent detachment for cause or punitive Field Code-17, unresolved improper conduct charges, or is the subject of an ongoing JAGMAN or similar investigation shall not be nominated for selection board duty. "Recent" is considered to be since the officer's last selection for promotion or screening for a competitive position or program by a selection board.

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g. Flag Aides. Flag aides shall not serve on a statutory selection board in any capacity if their flag officer is a voting member of that board. Additionally, flag aides should not serve on any concurrent boards while their flag officer is participating in selection board duty.

h. Officers Pending Retirement. Officers with approved retirement or who are within 1 year of statutory retirement shall not be nominated for board duty. COMNAVPERSCOM normally will not grant membership waivers for these officers, even if an officer serves in a small competitive category.

i. Detailers. In addition to the restrictions concerning detailer participation on selection boards set forth in reference (c), the following applies:

(1) Detailers shall not be senior recorders on statutory selection boards.

(2) Detailers may serve as assistant recorders in exigent circumstances in cases where they do not detail the eligibles under consideration.

j. Community Managers

(1) Officers who are involved in duties related to officer community management shall not serve as members on officer statutory boards. They may serve as assistant recorders in exigent circumstances in cases where they are not involved in community management functions for eligibles under consideration. They may serve on enlisted selection boards on a case by case basis as appropriate.

(2) Officers who are involved in duties related to enlisted community management shall not serve on enlisted selection boards in any capacity. These officers may serve on officer selection boards on a case by case basis as appropriate.

(3) Enlisted personnel involved in duties related to enlisted community management may serve on enlisted selection boards in exigent circumstances only.

k. NAVPERSCOM Personnel. Personnel assigned to NAVPERSCOM, Career Management Department (PERS-4) and its subordinate codes

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shall not serve on selection boards as voting members. Personnel assigned to NAVPERSCOM (PERS-4) and its subordinate codes who are not directly involved in duties related to detailing may serve on selection boards in exigent circumstances and as appropriate.

1. "Banked" Officers (Administrative Selection Boards only). Officers who have screened for a specific position or qualification, e.g., major command, but yet to serve in such position are considered being in the "bank," i.e., remain eligible for future orders. "Banked" officers shall not serve as voting members on the same administrative selection board which is to rescreen/descreen the "bank" members. Recorders and other board assistants who are in the "bank" may participate in the overall board provided they are absent from the voting tank during confirmation of the "bank." Under no circumstance shall an officer be present in the voting tank when their record is reviewed.

5. Procedural Guidance

a. Confidentiality. No member or administrative staff of a selection board shall disclose the proceedings, deliberations or recommendations of a selection board, unless expressly authorized or required by the convening authority or higher authority. For members, such confidentiality begins from the time they are officially notified of membership. After notification, the only non-NAVPERSCOM personnel who should know of the membership are the member, the member's immediate supervisor and, if necessary, the command's primary "travel" point of contact. Communications with outside parties (anyone other than board members, recorders, the board sponsor, and support staff) before, during, or after the board proceedings are prohibited. Particularly, members may not visit or communicate with detailers, placement officers, community managers, or eligibles immediately prior to or during the proceedings. After the board report is approved, only the recommendations of the board may be disclosed. Enclosure (1), outlining the requirements for confidentiality, shall be provided to members by NAVPERSCOM, Executive Services Branch (PERS-351) with their official notification.

b. Handling of Membership List. Prior to the convening of a selection board, the identity of the selection board's

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membership (to include recorders) is sensitive and shall be disseminated on a need to know basis only. The list will be confined to cognizant administrative support staff processing that specific board. Neither the board president or other board members, nor the general public shall know the composition of a board membership prior to the board's convening date. Upon the convening of the board, NAVPERSCOM (PERS-8) may release the identity of the selection board's membership to the public.

c. Authorized Personnel in Selection Board Spaces. Only those personnel listed on applicable precepts/convening orders are allowed in the selection board record review/prep room or a voting tank in Wood Hall while a board is in session. Flag aides for admirals and vice admirals (O10 and O9 officers), due to the need for connectivity, are permitted in the break area, phone bank and or flag suite at Wood Hall. In no case is a flag aide permitted in the record review/prep room or a voting tank.

d. Eligibility for Concurrent Board. Board personnel who are eligible for selection by another selection board being held concurrently in Wood Hall shall avoid the record review/prep rooms and voting tank of the concurrent board and shall refrain from contact with the personnel of the concurrent board.

e. Cell Telephones and Other Devices. Cellular telephones, blackberries, personal laptop computers, and other personal communications devices are prohibited in the board spaces and board common areas. These areas consist of the board prep/review rooms, voting tanks, adjoining passageways, lounge area and administrative support spaces. Public telephones are available in Wood Hall and messages to board personnel may be received by the board customer service desk at (901) 874-3225/DSN 882. NAVPERSCOM computer support personnel are exempt from these restrictions as their phones serve as troubleshooting communication devices.

f. Travel and Business Rules. COMNAVPERSCOM will fund travel orders for members and recorders only. Other administrative personnel will not be funded by COMNAVPERSCOM and must be paid by the sponsoring community if their presence is desired. Recorders will only be funded for Continental United States travel. COMNAVPERSCOM only funds temporary additional duty orders or active duty for training orders for drilling reservists. Members on any other type orders (i.e., permanent

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change of station with intermediary stop) will not be funded in order to avoid the chance of double travel claims. No leave en route is authorized. Rental vehicles are not funded by COMNAVPERSCOM for O6 and below. Shuttle service and Government vehicles are available for transportation.

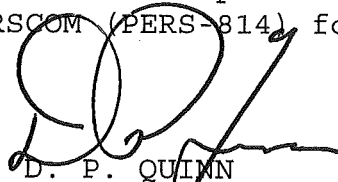
6. Post-Board Report (Administrative Selection Boards) and Records Management.

a. The senior recorder and administrative support staff shall prepare a report of the selection board, including such information as specified in the precept/convening order, for signature by all members and recorders.

b. Upon adjournment, as applicable, "select" lists shall be provided to NAVPERSCOM (PERS-8) for screen of adverse information. Upon receipt of NAVPERSCOM (PERS-8) Adverse Information Memorandum, the complete post-board report shall be presented to NAVPERSCOM (PERS-00FS) for subsequent review by NAVPERSCOM (PERS-00J) and the final approving authority.

c. If directed, the Board President shall report to COMNAVPERSCOM or their delegate for a formal post-board interview (also referred to as a "callout") to discuss the board's proceedings and/or any material contained in the post-board report.

d. Division Directors shall retain all records and materials relating to COMNAVPERSCOM approved Administrative Boards per the procedures listed in reference (d) for a minimum of 6 years. Documents and materials must be available to recreate the perspective that lead to the board's decision(s). Additionally, the board sponsor shall provide a copy of the post-board report to NAVPERSCOM (PERS-814) for retention.



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Rear Admiral, U.S. Navy
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SELECTION BOARD RULES OF ENGAGEMENT

Once notified you are going to be a selection board member

Your duty to help maintain the independence and integrity of the selection board process begins the moment you are officially notified by NAVPERSCOM (PERS-8 or PERS-35) that you will be sitting on a promotion selection board.

Except for necessary administrative purposes, e.g., to arrange temporary additional duty travel, do not tell anyone in your command or elsewhere that you are going to be sitting on a particular selection board. Avoid entering on your calendar or schedule the words: "selection board."

Do not visit or communicate in any way with detailers, placement officers, or community managers, except as it pertains to your own emergent circumstance, e.g., you are in the permanent change of station orders negotiating process. Even then, if it can be avoided, delay contact until after the board ends.

Do not attempt to get information about, or discuss any officer who might be considered by the selection board you will sit. This includes officers above, in, and below the zone.

Other than staff from NAVPERSCOM (PERS-8 or PERS-35), if anyone attempts to discuss or communicate with you in any way, e.g., by phone call, in person, or by e-mail about your prospective participation in the board, let the staff at NAVPERSCOM know immediately. If in doubt, call NAVPERSCOM (PERS-8) at 901-874-4415/DSN 882. Your dealings with the staff must be limited to administrative matters related to your board service.

While at the board

Only Secretary of the Navy or other convening authority may speak to board members in person about substantive matters once the board convenes. Designated support staffs are authorized to speak to you about administrative matters only.

All substantive communications to the board must be in writing, be given to each member, and made a part of the board's record.

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Limit all substantive conversations about the board to the officially designated board spaces, i.e., the boardroom and voting tank. Do not discuss substantive board matters with anyone, anywhere else, e.g., in heads, lunchroom, in the van en route to and from the board spaces, or at the bachelor quarters. All substantive discussions must take place in the boardroom or voting tank. A recorder must be present for all voting tank deliberations.

No lists, notes, or writing you compile during the board may leave the selection board area. At the end of the board all lists, notes, and other writings must be left in the deliberation room burn bags.

You may only consider official records and written or published material furnished to you by the selection board administrative staff.

You may not consider any written or published material not provided to you by the selection board administrative staff.

You may not discuss anything adverse about an officer that is not in the official record provided to you at the board.

After the Board

Your duty to maintain the confidentiality of the board's proceedings, deliberations, and results is required by law. Do not disclose anything about your board's proceedings, deliberations, or results to anyone unless specifically authorized by competent authority.

You may not counsel or advise an officer who failed to select for promotion at your board as to why they may not have been selected. Direct the officer to contact their detailer or community manager for counseling.

Do not disclose the proceedings, deliberations, vote of the board, including how you voted, or names of officers selected or not selected for promotion to anyone unless authorized by competent authority to do so.

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At all times

If you believe that the integrity of the board process or board proceedings has been affected by improper influence from an outside source, misconduct by a board member, or for any other reason, or believe someone is exerting or attempting to exert inappropriate influence over you or the board proceedings, report it to the board president, senior recorder or NAVPERSCOM (PERS-8) staff immediately. When in doubt, report.